



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

AUG 26 2016

IMHW-ZA

MEMORANDUM FOR All Department of Army (DA) Civilian Employees within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-38, The Right of Civilian Employees to Present Complaints – or Request Assistance From – the Inspector General

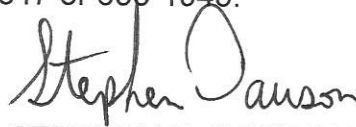
1. All DA civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what civilians reasonably believe to be evidence of fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your supervisor can address your concerns in a more prompt manner or follow one of the procedures outlined in paragraph three below. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. Your servicing Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact the Equal Employment Opportunity Office at 655-9380. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of the Special Counsel; non-appropriated fund employees will address such complaints to the Office of the Department of Defense Inspector General (DODIG).
4. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions you feel your supervisor has failed to (or cannot) resolve, you may visit, call, facsimile, email, or write your local Inspector General using the following contact information:

Mission Support Element Hawaii (MSE-HI)/25th Infantry Division Inspector General
Office Hours: 0800–1600
Building S361, 1414 Waianae Avenue, Schofield Barracks, HI 96857
Telephone: (808) 655-0847 or (808) 655-1945
Facsimile: (808) 655-4242

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-38, The Right of Civilian Employees to Present Complaints – or Request Assistance From – the Inspector General

5. If you believe your local Inspector General's response to your concerns is not fair, complete, or in accordance with law or regulation or if you believe contacting your local Inspector General may jeopardize your interests, you may write to HQ USARPAC/APIG, Inspector General, Fort Shafter, HI 96858. You may also call the Department of the Army Inspector General (DAIG) or the Department of Defense Inspector General (DODIG) Hotline. The telephone numbers are: DAIG Assistance Line: 1-800-752-9747 (toll free) and DODIG Hotline: 1-800-424-9098 (toll free).
6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in paragraph 4-4, AR 385-10.
7. In accordance with Army Regulation 20-1, paragraph 1-12, (Rapid Action Revision, dated 3 Jul 12) the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.
8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General or a member of Congress. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, a member of Congress, or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the Inspector General, you will be subject to disciplinary action.
9. This policy supersedes Policy Memorandum USAG-HI-41, SAB, dated 14 Jul 14 and remains in effect until cancelled or superseded in writing.
10. The proponent for this policy is the Mission Support Element Hawaii (MSE-HI)/25th Infantry Division Inspector General at 655-0847 or 655-1945.


STEPHEN E. DAWSON
COL, SC
Commanding

DISTRIBUTION
Electronic Media